SIS2000+ Training Manual

Mark Reporting

Preparing for Mark Reporting

Using the Table Editor

Purpose

The Mark Reporting Set-Up process involves a great deal of planning and preparation. Through the Set-Up process, you will be defining what Marks are taken for selected courses, and when. The Set-Up involves creating or updating tables in the Table Editor. Once the proper tables are set-up, the Mark Reporting Set-Up and Entry Applications may be used.

Training Objectives

Use the Table Editor to prepare for Mark Reporting Set-Up and Entry.
> Term Codes
> Mark Type Codes
> Mark Set Codes

TABLE EDITOR SET-UP

Before you can use the Mark Reporting applications, there are several tables that need to be set-up through the Table Editor, under the System Menu. The tables are shown and described below:

Term Codes (zterms)

The first table you will want to set-up is the Term Codes table. This table holds the term codes for both the school's Track Terms and the school's Mark Reporting Terms. Keep in mind that there is a difference between Track Terms and Mark Reporting Terms as you set-up this table.

Track Terms are mainly used for scheduling and attendance taking purposes and their start and end dates are defined through the Track Editor. A Track Term may also be used as Mark Reporting Term when a Mark Reporting point happens to coincide with a Track Term point.

Mark Reporting Terms are not tied to dates, and are not used in the Track Editor, they relate to the Mark Reporting Timeline that you will later create and assign Marks for. Each Point on your Mark Reporting Timeline must have its own term defined in this table.

- **"Termc"** is for a user-defined code for each of the school's terms. This is a 3-character alpha-numeric code field. **This code must begin with an alph character however, not a numeric value.**

- **"Descript"** is used to enter the full description of each term.

- **"Trmstart"** defines which Track Term (based on the number of terms you have defined for your school through the Track Editor) each term begins in. If you had two semesters (Track Terms), your Quarter 1 Progress term would start during term 1, so you would enter a '1' in the column.

- **"Trmdur"** defines how long each term lasts. Again this is based is how many Track Terms you have defined in the Track Editor. If you have two semesters (Track Terms), your Quarter 1 Progress term would only last one term, so you would enter a '1' in this column.

- **"Trmend" equals the sum of "Trmstart" and "Trmdur". If you have Quarter 3 Marks your Trmstart would be 2 (it starts in the second term), the Trmdur would be 1 (it lasts one quarter), and the Trmend would equal 3 (the sum of 2+1).**

- **"Isprogrpt"** tells the system which codes are Progress Report (or Mark Reporting) Terms exclusively, as opposed to regular (Track) terms. A '1' in this column is saying yes, this is a Mark Reporting Term and not a Track Term. Terms with a '1' in this column will not show up as choices in the Track Editor or in the Master Schedule when you are defining which term a course belongs in. Terms with a '0' will show as Mark Reporting Terms and will also show as Track Terms in the Track Editor and Scheduling applications ('Semester 1' and 'Semester 2' in the example are used as both Track Terms and Mark Reporting Terms).

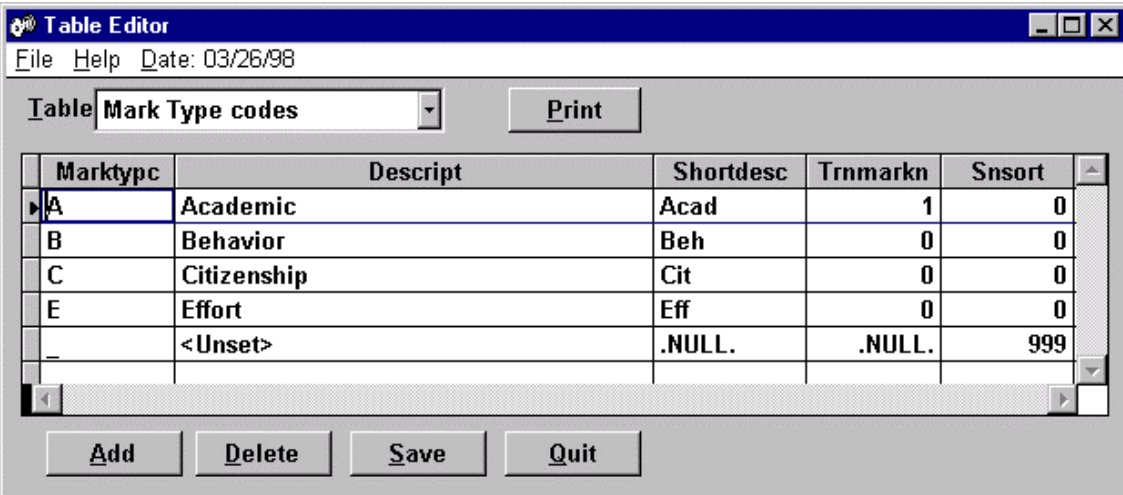- **"Snreserve1" & "Snreserve2"** are not currently being used by the system.

NOTE: For more information on the Mark Reporting Timeline, refer to the 'Understanding the Timeline' and 'Timeline' sections of the **Mark Reporting Set-Up Process** document.

Table Editor   ▢❐✕

File   Help   Date: 07/14/98

Table Term codes ▾   [Print]

Termc	Descript	Trmstart	Trmdur	Trmend	Isprogrpt	Snreserve1	Snre
G1	Mark Reporting Period 1	1	1	2	1	0	
G2	Mark Reporting Period 2	2	1	3	1	0	
G3	Mark Reporting Period 3	3	1	4	1	0	
G4	Mark Reporting Period 4	4	1	5	1	0	
Q1	First Quarter	1	1	2	0	0	
Q2	Second Quarter	2	1	3	0	0	
Q3	Third Quarter	3	1	4	0	0	
Q4	Fourth Quarter	4	1	5	0	0	
S1	Semester 1	1	1	2	0	0	
S2	Semester 2	2	1	3	0	0	
AS	Both Semesters	1	2	3	0	0	

[Add]   [Delete]   [Save]   [Quit]

Here is an example of how to set-up the Term Codes *Table.*

The set-up of this table also affects the order in which terms are printed on the Report Card. Terms involved in the Mark Reporting Process will first be ordered numerically by their Term Begin Date. Term Duration determines the secondary sort order.

> Remember that term codes used in Mark Reporting must begin with an alpha character, not a numeric value.

Mark Type Codes (zmarktyp)

For each point in your Mark Reporting Timeline, you will eventually define what type of Marks you will be collecting. (i.e.: for my First Quarter Report Card Timeline Point I want to collect Academic Marks and Behavior Marks) Through this table, you will name the types of Marks that can be selected for each Timeline Point.

- **"Marktypc"** is for a user-defined, single-character code for your Mark Types. You should use the first letter of each Mark Type Code since this is what will be displayed in the Mark Reporting Entry Applications.

- "Descript" is for the full description of the Mark Type.

- "Shortdesc" contains an abbreviated, four-character description of your Mark Types.

- "Trnmarkn" is used for defining where each type of grade is used in the transcript. **If a Mark Type is to be included in a calculation of class rank, a '1' must be entered into this column.** If this is set to '0', it will not be included on the transcript and its calculations, which will likely be the case for Behavior, Effort, and other similar Mark Types.

- **"Snsort"** is for sorting how the Mark Type Codes will display in the drop-down boxes in the applications.

> **NOTE:** For more information on Mark Type Codes, refer to the
> 'Add/Edit Items for Each of Your Categories' portion, within the 'Definitions'
> section, of the **Mark Reporting Set-Up Process** document.

Table Editor — File Help Date: 03/26/98

Table: Mark Type codes   Print

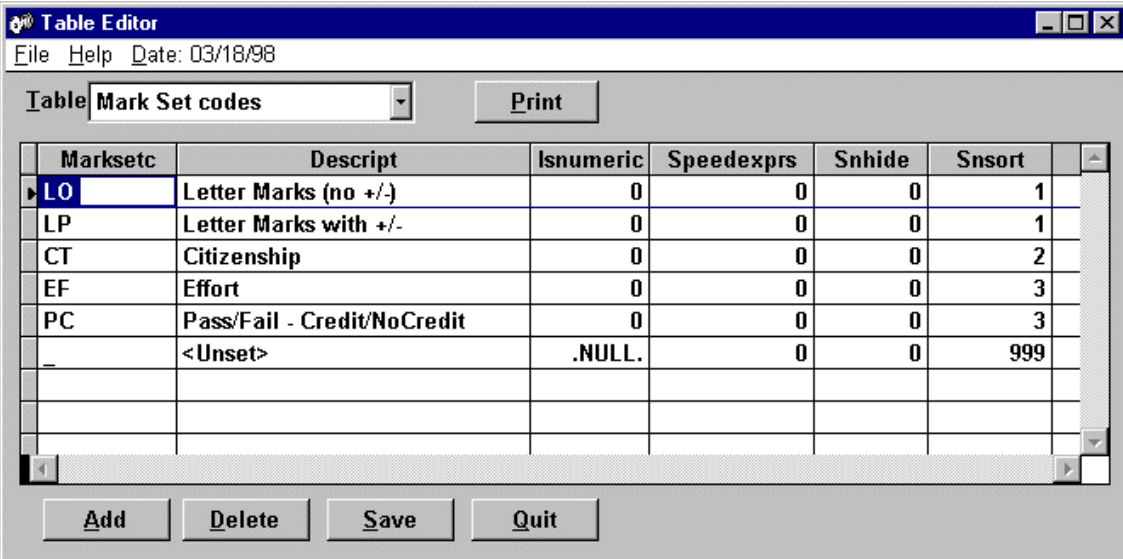| Marktypc	Descript	Shortdesc	Trnmarkn	Snsort
A	Academic	Acad	1	0
B	Behavior	Beh	0	0
C	Citizenship	Cit	0	0
E	Effort	Eff	0	0
_	<Unset>	.NULL.	.NULL.	999

Add   Delete   Save   Quit

Here is an example of how to set-up the Mark Type Codes *table.*

Mark Set Codes (zmarkset)

Mark Sets are used to group the actual Marks that you are going to assign. (i.e.: "Letter Marks (no +/-) would include the Marks 'A', 'B', 'C', 'D', 'F')   Here, you are only setting up the table naming the sets of Mark Codes you will be using.   The actual letters or numbers you will collect and key in will be defined through the Mark Values application.

- **"Marksetc"** is used for a user-defined code for each Mark Set.

- **"Descript"** is used to enter the full description of each of your Mark Sets.

- **"Isnumeric"** is where you designate whether or not a Mark Set is numeric. A '1'

designates that a Mark Set uses number Marks as opposed to letter Marks.

- **"Speedexprs"** is marked with a '1' if the Mark Set is used by Speede Express.

- **"Snhide"** is used if you want a Mark Set to be hidden; to not appear in a drop-down box

in the applications.

- **"Snsort"** is used for sorting the Mark Set Codes as they appear in the drop-down

boxes.

> **NOTE:** For more information on Mark Set Codes, refer to the
> 'Add/Edit Items for Each of Your Categories' portion, within the 'Definitions'
> section, of the **Mark Reporting Set-Up Process** document.

Table Editor

File Help Date: 03/18/98

Table: Mark Set codes   Print

Marksetc	Descript	Isnumeric	Speedexprs	Snhide	Snsort
LO	Letter Marks (no +/-)	0	0	0	1
LP	Letter Marks with +/-	0	0	0	1
CT	Citizenship	0	0	0	2
EF	Effort	0	0	0	3
PC	Pass/Fail - Credit/NoCredit	0	0	0	3
_	<Unset>	.NULL.	0	0	999

Add   Delete   Save   Quit

Here is an example of how to set-up the Mark Set Codes.

What's Next?

Once the table-level set-up is complete, further set-up must be performed through the Mark Reporting applications. The complete process is detailed in the Mark Reporting – Mark Reporting Set-Up documentation.